



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Dispatcher - DOT (*Provisional Appointment)

SALARY: \$25,309 - \$32,506 annually

LOCATION: Monroe County Department of Transportation, Regional Transportation Operations Center, 1155 Scottsville Road, Rochester, NY 14624

JOB SUMMARY:

This position involves the operation of a telephone, two-way radio, and computer equipment for the efficient reception, relay and recording of information and the dispatch and tracking of personnel and motor vehicle equipment for routine and emergency bridge, highway and signals calls. Work involves initiation and maintenance of computerized databases, logs and records. The employee reports directly to, and works under the general supervision of, a higher-level employee.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; plus, eighteen (18) months of paid full-time or its part-time equivalent experience in the use of a 2-way radio and record keeping.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County government will be required to pass a pre-employment drug test.

If you appointed, you will be required to possess a valid license to operate a vehicle in NY State, or otherwise demonstrate your ability to meet the transportation needs of this position.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street - Room 210
Rochester, NY 14614-1471

Posting Deadline: December 21, 2007

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.